

The Purpose of Guidance:

- Support team members with recommendations on safe re-opening of public facilities.
- Prevent the spread of COVID-19 in the workplace.

Scope of Guidance:

- Department Leadership teams are given wide latitude to proactively engage with preventing spread of COVID-19 through all means available.
- This guidance is intended to empower localized and department level teams to take action and develop individualize procedures/customs for their work areas.

Employees can stay up to date with accurate information on <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://www.health.nd.gov/diseases-conditions/coronavirus>

What Does this Guidance Cover?

1. Wellness - How do I ensure it is safe for me to be at work?
2. Standard Precautions - Simple everyday tasks to prevent spread COVID-19.
3. Direct/Close Contact - What should I be on the lookout for?
4. Meetings - How can I keep meetings safe?
5. Common Areas/Breaks - Housekeeping in the office.
6. Fleet Vehicles and Equipment -What to do with vehicles.

Click the arrow to the left of each section for more information

WELLNESS

All employees must conduct the daily personal assessment below before reporting to work each day.

Good morning! Please ask yourself the following every morning before coming to work:

1. Do I have a new onset of a cough, shortness of breath or difficulty breathing?
2. Do I have a new onset of at least two of the following symptoms?
 - a. Fever (greater than 100.4 F (or 99.5 F if you are 60 years of age or older)
 - b. Chills
 - c. Sore Throat
 - d. Muscle Pain
 - e. Headache
 - f. New Loss of Taste and Smell
 - g. Repeated Shaking with Chills

3. Have I traveled internationally (within 14 days)?
-return to work after travel will follow NDDoH guidelines for quarantine
4. Have I been in close contact with a person diagnosed with COVID-19 (within 14 days)?

If you answered **“Yes”** to **any** of the questions → call your supervisor and **STAY HOME!**

If you answered **“No”** to **all** of the questions → come to work if you are scheduled.

Everyday Wellness

1. Practice Social Distancing / Physically Staying 6 Feet From People
2. Get Adequate Sleep
3. Eat Well Balanced Meals
4. Wash Hands Often
5. Cover Your Coughs and Sneezes
6. Avoid Touching Your Face
7. Clean High Touch Surfaces Often (phones, steering wheels, water bottles etc.)
8. Wear a face covering while in public
9. Call Before Visiting Your Doctor (If you have symptoms)
10. See [“City of Fargo Employee Guidance Regarding COVID-19”](#) for more information on testing, underlying health conditions, return to work and employee health

STANDARD PRECAUTIONS

- The personal protective equipment provided to you must be used as directed by your department leaders.
- All employees must wear a mask/face covering when within 6’ of a peer or member of the public for longer than a 10 minute time period.
- Wash hands frequently with soap and water for 20 seconds. Use hand sanitizer when soap and water are unavailable.
- Wash or sanitize your hands after coughing, sneezing or blowing your nose.
- Avoid touching your eyes, nose and mouth.
- Cover coughs and sneezes with a tissue, or cough and sneeze into your arm. Dispose of tissues in a no-touch trash can.

- Avoid close contact with co-workers and customers. Try to maintain at least 6 feet of distance.
- Do not shake hands, and always wash your hands after coming into contact with others.
- Wear disposable gloves when cleaning, handling objects from another person.
- If you are wearing gloves, be sure to wash your hands after removing them.
- Keep frequently touched surfaces such as phones, keyboards, tools and doorknobs clean by disinfecting with approved cleaner
- Do not to use other employees' phones, desk, tools or equipment.
- Wear your face covering when in public when physical distancing is challenging and pursuant to face covering guidance.
- Limit unnecessary visitors to the workplace.

DIRECT/CLOSE CONTACT

- Request that guests teleconference and not visit the office.
- Encourage teleconferencing even if you are in the same building as others.
- Close contact should be avoided by staying 6' away from other persons at all times.
- Avoid personal interactions.
- If necessary, personal interactions should be kept to less than 10 minutes at a time.
- Limit the number of meetings and closeness of contact as a business practice.
- If you must meet in person, meeting with others in conference rooms and meeting rooms to maintain 6' distancing
- Face covering is allowed whenever a team member feels the need to wear a face covering

MEETINGS/RECEIVING GUESTS

- Utilize online or telephone check-in prior to the visit to stagger appointment and waiting times.
- Limit the number of people in our waiting areas by any means at your disposal.
- Signage will be provided to request that guests maintain 6' distancing in all areas at all times. You have the authority to ask guests to step back to maintain this distancing.
- Reduce the number of seats in our areas with distance between available seats.
- Staff can ask guests to remain in their vehicles until the office is ready to accept appointments.
- We are requesting guests to come to their appointments alone. Exceptions will be made if assistance or a caregiver is needed.

COMMON AREAS/BREAK/MEAL TIMES

- Housekeeping is everyone's responsibility. Wipe down your workspace areas daily with approved cleaner (keyboard, mouse, phone, cell phone, id badge, desk surface).
- Maintain 6' distancing in break areas and at meal times by staggering break and meal times.
- Common areas such as counters, tables, chairs and other surfaces should be wiped continuously post use.
- Common surfaces such as copiers, buttons/switches, door handles, counters, fleet vehicles and any surface that used by more than one person consecutively must be disinfected between users.
- Every effort should be made to make each work space meet 6' distancing from others.

FLEET VEHICLES AND EQUIPMENT

- Fleet vehicles include mobile equipment, personal vehicles for work use, and any other vehicle or equipment used for work
- Common contact areas of fleet vehicles shall be disinfected after each use and/or if a change in drivers occurs.
- Face coverings shall be worn in fleet vehicles within 6' of another person, when more than one person is riding in the vehicle.
- Use of face covering shall be discontinued by operator if there is an immediate affect on operator capability to safely drive vehicle.